

**Subject:** RE: TRC, CCA and DBID

**From:** "Suzanne Holley" <@>

**Date:** 12/14/2016 03:21 PM

**To:** cdebriere@ratkovich.com, cschatz@downtownla.com, jesslall@gmail.com, nlasky@ccala.org, jdanganan@ccala.org, lmulhall@downtownla.com

Hi Clare! We will miss you!! With regards to CCA notification, can I recommend that we include something in CCA Delivers, our weekly newsletter to membership? If that works, please send us what you would like to include and we will contact you if we need to rework for the newsletter.

With regards to the BID board, please send a letter of resignation to Carol and include a request that Ratkovich be represented by Brian. Please provide a separate biography for him. We will include both your letter and the Brian's bio at the next board meeting for approval.

Thanks!

Suzanne

**Suzanne Holley**

SVP & Chief Operating Officer

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**From:** Clare DeBriere [mailto:CDeBriere@ratkovich.com]

**Sent:** Wednesday, December 14, 2016 1:47 PM

**To:** Carol Schatz; Suzanne Holley; Jessica Lall

**Subject:** TRC, CCA and DBID

Good afternoon, ladies!

As I believe you know, about six months ago, I resigned my position at COO/EVP at The Ratkovich Company effective the end of the year, but will be staying on as a member of the Advisory Board. Starting earlier this month, we informed our employees, and our partners. Before the end of the week, I would like to send an

email to the members of the BID Board and the CCA membership informing them of the change in my position and introducing them to Brian Saenger our corporate counsel and VP of Acquisitions who has been promoted to COO as of January 1<sup>st</sup>.

However, although I have the email addresses of our BID Board, I do not believe that I have the contacts of all of the CCA members...or if I am even allowed to send an email like that.

Would you please let me know what the protocol is for making an announcement like this?

Also, please let me know what the process is to have Brian replace me on the BID Board.

And finally, Jessica, since you have not yet met Brian, I would love to be able to introduce him to you in the first two weeks of January if you have time available (I have no doubt you will be more than a little busy!)

Thank you! Clare

Clare De Briere  
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THE RATKOVICH COMPANY MISSION IS TO PROFITABLY PRODUCE DEVELOPMENTS THAT IMPROVE THE QUALITY OF URBAN LIFE

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